

‘ALBANY MADE’ POLICY

PURPOSE:

The Albany Made Creative Lab at APL provides a dynamic opportunity for our community to educate, entertain, and empower themselves artistically and economically by providing access to creative arts materials and digital technology for exploration, learning, and creation.

POLICY:

Those wishing to utilize the equipment and/or resources of Albany Made, must do so for lawful purposes. Users must abide by all applicable laws and library policies while respecting the health and safety of the library community.

The library will offer several classes and programs using the resources and equipment of the Albany Made creative labs as well as hosting open lab times where patrons can come in to tinker on their own.

In order to utilize the equipment and resources of Albany Made during the open labs, customers must:

- Be certified by the library to use equipment. Information including schedule of certification classes can be found [here](#)
- Have a valid UHLS library card in good standing
- Be 18 years old
- If under 18 years of age, be able to provide a parent/guardian waiver and adhere to our Service to Children Policy
- Sign the Albany Made agreement

Albany Public Library reserves the right to refuse scanning and/or production of any content at any time at the discretion of the Library staff. Examples of specific content that will not be scanned or produced include, but are not limited to:

- Content or objects that are illegal or harmful.
- Content or objects that may be construed as having the potential to harm.
- Content or objects that may infringe upon the intellectual property rights of a third party.
- Content or objects that may be obscene, indecent, violent, or otherwise inappropriate for the public library environment.

Should you wish to appeal a decision made by library staff in regards to the denial of content created in the Albany Made Creative Lab, you may do so by submitting a Request for Reconsideration form.

RESPONSIBILITY:

Library staff working the Albany Made area and/or their designee will be responsible for enforcing this policy

PROCEDURE:

As stated above

APPROVED ON:

November 11, 2014

REVIEW DATE:

November 2016